



STATE OF INDIANA



Michael R. Pence, Governor
David Murtaugh, Executive Director

**Indiana Criminal Justice Institute
Youth Division
Juvenile Accountability Block Grant
Request for Proposals
August 12, 2015**

The Indiana Criminal Justice Institute (ICJI) is now accepting applications for the 2015-2016 Juvenile Accountability Block Grant Program (JABG). This grant is being released through our Egrants System. All applications must be submitted online through this system.

2015 Juvenile Accountability Block Grant Program (9 Month Grant)

CFDA # 16.523

Applicants must be registered in Egrants in order to access the electronic application.

Applications must be submitted via Egrants on or before

Application Deadline: 11:59 p.m. on September 11th, 2015

Applicants are strongly encouraged to submit applications 72 hours prior to the deadline.

Program Award Period for 9 month grants: October 1, 2015 to June 30, 2016

Late or incomplete applications will not be accepted.

Program requirements are absolute and cannot be waived.

Please see purpose areas listed on pages 3 and 4.

For guidance on how to complete the application, please refer to the JABG Funding Announcement outline on page 10

For technical assistance with submitting an application, contact the Egrants Help Desk at

CJIHelpDesk@cji.in.gov or call 317-232-1233 during business hours.

Egrants Help Desk hours are Monday – Friday 8:00 am to 4:30 pm ET, except state holidays.

ICJI is not responsible for technical issues with grant submission within 24 hours of grant deadline.

Please be aware that Egrants does have a timeout function. Please save your work often.

Introduction and Purpose of Grant

The Indiana Criminal Justice Institute is accepting applications for funding through the Juvenile Accountability Block Grant (JABG) Program to assist state and local units of government in promoting greater accountability in the juvenile

justice system. The Office of Juvenile Justice and Delinquency Prevention (OJJDP), one of five program bureaus in the Office of Justice Programs (OJP), U.S. Department of Justice, administers the JABG program. As envisioned by Congress, the goal of the JABG program is to reduce juvenile offending through supporting accountability-based programs that focus on offenders and state and local juvenile justice systems. Accountability means an assurance of facing individualized consequences through which juveniles are made aware of and held responsible for the loss, damage, or injury that the victim experiences. Accountability is best achieved through a system of graduated sanctions imposed according to the nature and severity of the offense, moving from limited interventions to more restrictive actions if the offender continues delinquent activities. For the juvenile justice system, strengthening the system requires an increased capacity to develop youth competence, to efficiently track juveniles through the system, and to provide enhanced options such as restitution, community service, victim-offender mediation, and other restorative justice sanctions that reinforce the mutual obligations of an accountability-based juvenile justice system.

All applications must fall under one (1) of the following Purpose Areas:

- ❖ Information Sharing (PA 10)
- ❖ Accountability (PA 11)
- ❖ Risk & Needs Assessment, Mental Health, and/or Substance Abuse Screening & Treatment (PA 12)
- ❖ School Safety (PA 13)
- ❖ Restorative Justice (PA 14)
- ❖ Juvenile Courts & Probation (PA 15)
- ❖ Training Law Enforcement/Court Personnel (PA 6)
- ❖ Reentry (P17)

****Note**** The Office of Juvenile Justice and Delinquency Prevention (OJJDP) has determined that tours of adult jails and correctional facilities, which are components of many “Scared Straight” type programs, are violations of the Jail Removal mandate of the JJDP Act, even if participation is a voluntary diversion from court involvement. No program which conducts, supports, or otherwise participates in the practice of taking juveniles on tours of secure adult correctional facilities, or tactics such as those used in “scared straight” type programs regardless of the source of funding for the activity, will be funded by the Indiana Criminal Justice Institute. Applicants should NOT include such a component in any program.

Eligibility

State agencies, units of local government, and units of tribal governments are eligible to apply for JABG program funds. A local unit of government is defined as a city, county, town, township, or other general purpose political subdivision of a state. A city or county must be a legal applicant and recipient on behalf of city and county departments.

****Please remember that this is a competitive process. Neither the invitation to submit a full application nor the use of ICJI staff for technical assistance implies that an applicant will receive a grant award. Continuation funding is not guaranteed from year to year. All awards are contingent upon availability of funds.**

Note: All applicant agencies who receive current funding from any division of the Indiana Criminal Justice Institute **must** be current on all reports related to such funding. Delinquent reports will disqualify an applicant agency from consideration for funding through any grant program administered by ICJI.

Evidence-Based Programs

The Indiana Criminal Justice Institute is committed to the collection and analysis of sound and relevant criminal justice data. All funding priorities should be directed to successful programs and those utilizing best practices in the criminal justice community. It is important to move toward evidence-based programs within the criminal justice community and focus funding on programs that work and produce results. Applicants seeking to expand or extend an existing project must be able to demonstrate progress and success in what has been done through the life of the project. ICJI recommends programs review the following best practices for JABG priority area programs and implement or consider these during program design, evaluation and implementation. Applicants are encouraged to refer to the evidence based programs

available on OJJDP's Model Programs Guide website at <http://www.ojjdp.gov/mpg/> and OJP's <https://www.crimesolutions.gov/> to ensure that their application has a sound foundation. Programs are also encouraged to focus on continued improvement of the program evaluation.

Sources for Evidence-Based Programs:

- Blueprints for Violence Prevention
- CASEL (Collaborative for Academic, Social, and Emotional learning)
- Centers for Disease Control and Prevention
- Community Guide to Helping America's Youth
- Department of Education Safe, Disciplined, and Drug-free Schools
- Drug Strategies, Inc.
- Making the Grade
- Hamilton Fish Institute
- Institute for Medicine
- NIDA Preventing Drug Abuse
- National Institute of Justice What Works Report
- OJJDP Model Programs Guide
- Promising Practices Network
- SAMSHA Model Programs
- Surgeon General's Youth Violence Report

All Federal subgrantee programs are required to be evidenced-based/model programs. The source of the evidenced-based program/model program must be documented in the program narrative section of the application.

Evidence-Based Practices/Programs are those practices and programs that can show their effectiveness by causal evidence generally obtained through high quality outcome evaluations.

Best Practices are programs, strategies or procedures that share similar characteristics with regard to the issues they address. The process chosen to address the issues has shown results superior to other processes and is used as benchmarks.

Promising Practices are programs and strategies that have some scientific research or data showing positive outcomes in delaying a negative outcome, but do not have enough evidence to support generalized conclusions.

ICJI considers a program and/or practice to be evidence-based, promising or a best practice when:

1. The program or practice has been evaluated and the findings published in an academic, peer-reviewed journal(s) (i.e. *Punishment & Society*, *Psychology*, *Crime & Law*, etc.) demonstrating positive results; or,
2. Effectiveness of the program or practice has been demonstrated by causal evidence (generally obtained through one or more outcome evaluations); or,
3. The program or practice can be found on a list or registry of evaluated programs and practices (i.e. CrimeSolutions.org, NREPP.SAMHSA.gov, George Mason University's Center for Evidence-Based Crime Policy: <http://gemini.gmu.edu/cebcp/>, etc) and is categorized as evidence-based, effective, promising, a model practice, or a best practice.

Purpose Areas

As designated by OJJDP, JABG funds may be used for state and local initiatives with the aim for all proposed programs to improve juvenile accountability for offending behaviors through increased accountability programming for juvenile offenders and improved juvenile justice system accountability to juvenile offenders. Applications will only be accepted within the following purpose areas that specifically detail how the program relates to the purpose areas.

Information Sharing: Establishing and maintaining interagency information-sharing programs that enable the juvenile and criminal justice systems, schools, and social services agencies to make more informed decisions regarding the early identification, control, supervision, and treatment of juveniles who repeatedly commit serious delinquent or criminal acts.

Accountability Programs: Establishing and maintaining accountability-based programs designed to reduce recidivism among juveniles who are referred by law enforcement personnel or agencies.

Risk and Needs Assessment: Establishing and maintaining programs to conduct risk and needs assessments of juvenile offenders that facilitate effective early intervention and the provision of comprehensive services, including mental health screening and treatment, and substance abuse testing and treatment to such offenders.

Restorative Justice: Establishing and maintaining restorative justice programs.

Juvenile Courts and Probation: Establishing and maintaining programs to enable juvenile courts and juvenile probation officers to be more effective and efficient in holding juvenile offenders accountable and reducing recidivism.

School Safety: Establishing and maintaining accountability-based programs that are designed to enhance school safety, which programs may include research-based bullying, cyberbullying, and gang prevention programs.

Training Law Enforcement/Court Personnel: Establishing and maintaining training programs for law enforcement and other court personnel with respect to preventing and controlling juvenile crime.

Reentry: Establishing, improving, and coordinating pre-release and post-release systems and programs to facilitate the successful re-entry of juvenile offenders from state and local custody in the community

Performance Measures

Each Purpose Area has corresponding performance measures for Federal Data Collection Technical Assistance Tool (DCTAT) reporting purposes to determine whether a program is achieving its goals and objectives. When applicants choose a Purpose Area there will be corresponding performance measures that will need to be reported on in the program report. The following measures are examples of some of the core performance measures for ALL Juvenile Accountability Block Grants Program. Applicants should examine the complete Performance Measures Grid at www.ojjdp-dctat.org/

#	OJJDP Core Measure	Definition	Data Grantee Reports
1	Number and percent of programs/initiatives employing evidence-based programs or practices	Report the number and percent of programs/initiatives employing evidence based programs or practices. These include programs and practices that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance abuse. Model programs can come from many valid sources (e.g., Blueprints, OJJDP's Model Programs Guide, SAMHSA's Model Programs, state model program resources, etc.).	A. Number of program/initiatives employing evidence based programs or practices B. Total number of programs/initiatives C. Percent (A/B)

#	OJJDP Core Measure	Definition	Data Grantee Reports
2	Number and percent of youth with whom an evidence-based program or practice was used	The number and percent of youth served with whom an evidence-based program or practice was used. These include programs and practices that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance abuse. Model programs can come from many valid sources (e.g., Blueprints for Violence Prevention, OJJDP's Model Programs Guide, SAMHSA's Model Programs, etc.).	A. The number of youth served using an evidence-based program or practice B. Total number of youth served during the reporting period C. Percent (A/B)
3	Number of program youth and/or families served during the reporting period	An unduplicated count of the number of youth (or youth and families) served by the program during the reporting period. Program records are the preferred data source.	A. Number of program youth/families carried over from the previous reporting period B. New admissions during the reporting period C. Total youth/families served during the reporting period (A+B)

All performance measures are mandatory and if awarded must be reported unless stated otherwise.

Performance measures are data indicators used to determine program performance. Specifically, performance measures gauge a program's progress toward achieving predetermined goals and emphasize the efficiency, quality, outcome and effectiveness of the program's services. These measures will define the data the applicant must track for the grant and will be required to report the data to ICJI quarterly and to DCTAT annually. The goals and objectives of the project should align with these performance measures.

Application Registration and Deadlines

Applications will be submitted through Egrants at <http://egrants.cji.in.gov> by 11:59 P.M. (ET) on September 11, 2015

Egrants is an end-to-end solution for the administration of grants. Everything from the grant application, reporting and fiscal draw downs will occur online within Egrants. The registration process can be started by visiting <http://egrants.cji.in.gov> and clicking on the "Register" button. **Applicants must be registered and have user roles in Egrants in order to access the online application. Applicant and Recipient agencies must also be registered before an application can be started.** Processing delays and system errors can occur and registration could take several days for first time registrants. Failure to register will prevent applicants from obtaining proper access to the system prior to the grant application due date. ICJI recommends that you register and become familiar with the system as early as possible to prevent delays in submitting an application. ICJI is not responsible for applicants who fail to submit a timely application due to technical difficulties that occur within 24 hours of the deadline. Late applications or applications submitted through any means other than the Egrants system will not be scored nor considered for funding. The Egrants User Manual can be found at <http://www.in.gov/cji/2375.htm>

How to apply through Egrants

- 1) Applications for JABG funding must be submitted through the Electronic Grant system (Egrants) at <http://egrants.cji.in.gov> by 11:59 p.m. on September 11, 2015. Log onto Egrants using the User ID and Password that was set up during the registration phase. On the Main Menu screen, click the “Funding Opportunities” link and then click the appropriate funding opportunity link.
- 2) The applicant shall submit all data as requested and required within the application form. Each required field must be completed before the application can be submitted.
- 3) Certified Assurances: This component of the application requires the Authorized Official to attest to the fact that the contents of the application are true and accurate and to certify that the Applicant Agency and all involved will comply with all conditions of the grant program as stated and/or referenced in this RFP.
- 4) Once all application components are “Marked as Complete”, please review the application by clicking the “Preview” button. You may print a copy of the application from the preview screen. Once you feel the application is ready for submission, click the “Submit” button. A confirmation screen will appear which may be printed for your records. The individual selected as the Project Director on the Main Summary page will receive a confirmation email that the application has been submitted.

An average score is determined from each reviewer’s results, based on the criteria set forth on the JABG application scoresheet. **Applications that score less than 75 will not be funded.**

DUNS Number

All applicants must include a Data Universal Numbering System (DUNS) number in their Egrants application. Applications without a DUNS number are incomplete.

The DUNS number is a unique nine-digit sequence recognized as the universal standard of identifying and keeping track of entities receiving Federal funds and to validate address and point of contact information for federal assistance applicants. Obtaining a DUNS number is a free, simple, on-time activity. To obtain a DUNS number online, go to <http://fedgov.dnb.com/webform/displayHomePage.do> or call Dun & Bradstreet at 1-866-705-5711.

SAM

OJP requires all applicants for federal financial assistance to maintain current registrations in the System for Award Management (SAM) database. The SAM database is the federal government’s repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Recipients of grants (private, nonprofits, educational organizations, state and regional agencies, etc.) supported with federal grant funds must register on-line with the [System for Award Management](#). Applicants must update or renew their registration at least once per year to maintain their active status. Additional information about SAM and the registration procedures can be accessed at www.sam.gov

Late Applications

Late applications or applications submitted through any means other than Egrants will not be scored or considered for funding during this grant cycle.

Match

JABG requires that Federal funds may not exceed 90 percent of the total program costs. Therefore, the applicant must contribute a ten percent (10%) cash match of the total program cost. The total program cost is made up of the federal amount and the cash match. Remember to identify the source of the match in the budget narrative. **In-kind services cannot be used for JABG match.** Specifics of the match (amount and source) must be clearly identified on both the Program Budget and the Budget narrative. If a successful applicant’s proposed match exceeds the required match amount, the match amount that is incorporated into its approved budget is mandatory and subject to audit. (Match is restricted to

the same uses of funds as is allowed for federal funds). All match funds must be expended within the grant period. The formula for calculating match is:

$$(\text{Total Federal Funds Requested} / \text{Federal Percentage}) - \text{Federal Funds Requested} = \text{Subgrantee Required Match}$$

The total project cost will equal the “Federal Funds Requested” plus the “Subgrantee Required Match”

Award Period

9 month Grants

The funding period for 2015 JABG programs is **October 1, 2015 to June 30, 2016**. Programs should begin on October 1, 2015 and must be in operation no later than 60 days after October 1, 2015. Failure to have the funded project operational within 90 days from October 1, 2015 will result in the cancellation of the grant and the de-obligation of all awarded funds (per the OJP Financial Guide). Projects must conclude no later than June 30, 2016. Funding obligations must be made **prior** to June 30, 2016, all outstanding expenses must be paid and the final fiscal report filed with ICJI within no more than 30 days from June 30, 2016. Applicants should plan to expend requested funds during the specified timeframe above.

Annual A-133 Audit Requirement

If your agency received less than \$500,000.00 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant. However, agencies receiving \$500,000.00 a year or more in total federal assistance will be required to have an audit performed in accordance with federal circular A-133. Costs for such an audit should be charged proportionately to all programs being audited. All A-133 audits must be submitted to ICJI not later than 9 months after the end of the agency fiscal year.

Supplanting

Federal funds must be used to supplement existing funds for program activities and cannot replace or supplant nonfederal funds that have been appropriated for the same purpose.

Ineligible Expenses and Activities

Ineligible Costs and Activities include, but are not limited to the following:

- 1) Lobbying
- 2) Construction or renovation cost
- 3) First Class Travel
- 4) Federal funds can not be used to purchase food or beverages for conferences, meetings, and events. Please refer to the *Food and Beverages Policy for Grants and Cooperative Agreements* from the Office of Justice Programs:
<http://www.ojp.usdoj.gov/funding/pdfs/foodandbeverage.pdf>

Allowable Expenses

- 1) Personnel expenses for staff providing services to youth.
- 2) Project materials, such as curriculum, tutoring, and counseling materials.
- 3) Mileage reimbursement in accordance with Indiana State travel guidelines.
- 4) Training costs for staff.
- 5) Equipment purchases related to the program.

Activities and Budget Items Requiring Special Pre-Approval

Conference Costs

Any planned and approved conferences or trainings must abide by the Office of Justice Programs policy on conference cost, including related expenses for lodging and transportation for planned conferences. Costs for conferences cannot include any items listed above as ineligible activities and budget items. Visit <http://www.ojp.gov/funding/confcost.htm> for the most updated and current information.

Contracts and Consultants

When a grantee contracts for work or services, the following is required:

- 1) All consultant and contractual services shall be supported by written contracts stating the services to be performed, rate of compensation, and length of time over which the services will be provided. This shall not exceed the length of the contract period.
- 2) A copy of all written contracts for contractual or consultant services shall be attached in Egrants to the grant file upon approval.
- 3) Payments shall be supported by statements outlining the services rendered and supporting the period covered.
- 4) **Any contractor costs exceeding those allowable by the OJP Financial guide (maximum of \$81.25 per hour or \$650.00 per day) must be approved by ICJI and OJJDP prior to the start of the grant.** Applicants must provide an explanation and documentation of any costs exceeding the allowable rates.

Travel

Calculating and reimbursement for mileage, per diem, and lodging cannot exceed state rates. Check with the Indiana Department of Administration at www.in.gov/sba/files/FMC_2014-1.pdf

Daily subsistence within the targeted service area (daily subsistence can only be requested if travel occurs outside the targeted service area and in accordance with such rules established by the Indiana Department of Administration.

Contract and Application Requirements

All funded applicants from the Indiana Criminal Justice Institute must agree to:

- 1) Enter into a Grant Agreement between the Indiana Criminal Justice Institute and the applicant agency and agree to abide by all provisions of the Grant Agreement.
- 2) Enter into agreement to abide by all Special Conditions detailed in Certified Assurances and Special Conditions.
- 3) Comply with federal guidelines contained in the OMB Circulars found at <http://www.whitehouse.gov/omb/circulars> and the OJP Financial Guide found at <http://www.ojp.usdoj.gov/financialguide/index.htm>
- 4) Submit performance data, performance reports, and financial reports in the prescribed format and time frames as determined by the Indiana Criminal Justice Institute.
- 5) Applicants must submit quarterly performance measures as listed in the Special Conditions provided upon approval of the application.
- 6) Report on the funding received to be in compliance with the Federal Funding Accountability Transparency Act (FFATA). All grantees receiving federal funds must begin reporting on the grant-funded activities if they receive \$25,000.00 or more in federal funds per grant. This information will be posted by ICJI to www.USASpending.gov.
- 7) Recipients must timely submit any and all data related to Uniform Crime Reporting (UCR) under IC 5-2-6-10.5. In addition, upon request, the grantee shall submit the same to the State of Indiana.

Special Requirements

Special Requirements will be stated in the Certified Assurances and Special Conditions of the Grant Agreement. Specific performance measures will be required according to individual program objectives.

- 1) **JCEC- OJJDP** requires applicants to provide a list of members of the Local Juvenile Crime Enforcement Coalition (JCEC) for reducing juvenile crime. In order to develop a sound plan, a needs analysis of the local juvenile justice system should be conducted. This analysis helps to determine juvenile delinquency, improve the juvenile justice system, and increase accountability for juvenile offenders. Applicants may use and are encouraged to utilize existing planning groups provided so that those membership requirements are met. Membership shall include representation from, if appropriate: police department (State, City, and/or Town); Sheriff's Department; Prosecutor's office, Juvenile Court Judge; Probation Department; Community Corrections/Detention; educational agency; Business; and non profit, non-governmental victim advocacy or a non-profit religious or community groups. Units of local government are encouraged to utilize or supplement the membership of an existing board(s) to satisfy the JCEC requirement.
- 2) **Graduated Sanctions Certifications**-The authorization of the JABG program under the Omnibus Crime Control and Safe Streets Act of 2002 requires that states and units of local government receiving JABG funds certify that juvenile courts will be encouraged to fully implement systems of graduated sanctions and provide a description of how their current system of graduated sanctions functions. As such, JABG applicants must certify that local juvenile courts will be encouraged to fully implement a local system of graduated sanctions and must provide: **1) a description of how their juvenile justice system currently is implementing a system of graduated sanctions; and 2) a description of how JABG funds will be utilized to support the development, enhancement, or maintenance of a local system of graduated sanctions. Applicants must attach a separate page describing their system of graduated sanctions in the attachment section of the application**

Required Attachments

- 1) **Project Agency's Organizational Chart** – all applicants are required to submit an organizational chart for the Project Agency (the agency that will be implementing the program).
- 2) **Job Description(s) and Resume(s)** – applicants requesting funds for personnel must submit a job description for each requested position.
- 3) **Letters of Support** – ALL applicants must include at least **two** letters of support. Letters of support must be current and cannot be from a proposed contractor or individual currently employed with the legal agency or implementing agency. Letters of support should be obtained from individuals familiar with the applicant and their history of providing quality services similar to those for which funds are being requested. Letters of Support are required at the time of the submission of the applications.
- 4) **Memorandum(s) of Understanding** – if the applicant is proposing to partner with other agencies, a Memorandum of Understanding (MOU) outlining each agency's involvement must be submitted on letter head, dated and signed by all parties involved.
- 5) **Graduated Sanctions Certifications** - provide a description of how the juvenile justice system currently is implementing a system of graduated sanctions; and 2) a description of how JABG funds will be utilized to support the development, enhancement, or maintenance of a local system of graduated sanctions.
- 6) **Audit Report**-all applicants must submit a copy of their most recent audit.

Submission of Proposal

Completed applications and all required documentation are to be submitted to Egrants no later than 11:59 p.m. EDT on September 11, 2015.

Selection Process and Award Notification

ICJI staff will conduct an initial screening of the application to check for completeness of the application. ICJI staff will then review each application present eligible applications to the Youth Subcommittee of the ICJI Board of Trustees for consideration. The subcommittee will make recommendations for funding and present recommendations for funding to the ICJI Board of Trustees for consideration. Applicants awarded JABG grants will be notified electronically of the funding decision

Award Process

Project Modifications

Due to the limited amount of funds available, it may be necessary for ICJI to reduce the amount requested by the grantee. Modifications must be submitted via Egrants and approved by the youth division staff. Upon approval, grant agreements will be sent to grantees within 30 days. The grant agreement, with original signatures, must be returned to ICJI as instructed. Upon the approval of the grant agreement, grant award, information will be provided to the agency and the award will be approved for funding in Egrants.

Monitoring

All grant awards will be monitored by the Youth Division staff using a combination of desk reviews and site visits. Additionally, the Grant Manager will routinely review all submitted reports for timeliness and accuracy. Delinquencies and report contents will be addressed as needed, which may include change requests.

Fiscal and Program Reporting

JABG subgrantees are required to submit quarterly fiscal and program reports through Egrants. Program reports will require reporting on the required performance measures along with the narrative questions.

Appendix: JABG Funding Announcement Outline (as it appears in Egrants)

Below is an outline of the JABG Funding Announcement. The questions and information requested in this document is similar to what you will encounter in the application. In order to assist you, this outline has been provided so that you may use it to prepare answers for some (or all) of the questions on this document and then copy and paste your answers into the appropriate spaces provided in the online application. Using the outline will allow you to save work as you proceed through the application, use spell check and check the character count. Please note that the character count will include all typed characters, spaces and punctuation. The Egrant system will time out after 30 minutes of inactivity and will not spell check or count characters, thus this outline is offered as support. Use of this outline is not a requirement of the funding announcement.

JABG Funding Announcement Outline

Main Summary Section

Complete the section fully.

- a. Enter the project title and project summary first.
- b. Once the title and summary have been entered, a Recipient Agency must be added, and the remainder of the main summary page can be completed.
- c. You must select a Keyword for your application (This will be the purpose area the program will fall under). You can also provide your house and senate districts and school district, but they are not required.
- d. After the Main Summary page has been saved, the rest of the application will become available.

Cover Page

Complete the section fully.

- a) Type of Organization: List both the type of organization for the applicant agency and the implementing agency.
- b) Geographical Area: Check the appropriate box(es) that best identifies the primary status of juveniles that will be served under the project and state the geographic area (community, city) served by the project
- c) Juveniles Served: Check the appropriate box(es) identifying the status of juveniles that will be served.
- d) Purpose Areas: Select the purpose area that best fits your program. Choose only one purpose area per grant application.

- e) Select Yes/No if the program is an evidence-based program.
- f) State what type of evidence-based program you will be implementing.
- g) Enter the applicant agency's DUNS's number.

Needs Assessment and Program Narrative

Needs Assessment: This section will clearly describe the problem in your community to be addressed and how JABG funding will alleviate the problem. Describe how the problem was discovered and the impact the problem has on the community. You must include any data as it relates to the nature of the local problem, compare to the problem statewide, include local trend data, and how the proposed program will assist with meeting community goals. **Help Text:** The needs assessment should directly support the problem statement. Include baseline data that characterizes the target area to be served by the program. Include the following:

- ✓ Background information about the community served;
- ✓ Geographic location/jurisdiction;
- ✓ Demographics of the target population in the location/jurisdiction serve;
- ✓ Statistical data on youth served and how they will benefit from the program.

The Program Narrative: This section should provide a clear and full description of the proposed program to the reviewer including details associated with the program. Identify any entity you plan to partner with to implement the proposed program and describe their role in the program.

New or Continuation Programs

Select if this is a continuation program (yes or no)

- ✓ IF this is a **new** program, the following questions may be skipped.
- ✓ IF this is a **continuation** program you will need to answer all of the questions in the continuation section of the application:

Help Text: If the agency received grant funding the previous year for a project, but the project itself has changed, then it is to be considered a new project.

Continuation programs: This section should be an overview of how the program has met objectives during the past grant period and describe the resulting impact. Include a summary of the previous funding program's activities, accomplishments to date, and data concerning the program's progress up to the time of the application in meeting goal. Applicants should also describe any problems encountered with the program's original goals and objectives and corrective action taken. If necessary, applicants should revise their initial goals and include how they will be measured. Be sure to state the data and research to show that the program is a worthwhile program to keep funding

- a. Provide the previous grant number.
 - b. Provide the total number of years of previous JABG support.
 - c. Provide an overview of how the program has met objectives during the past grant period and describe the resulting impact. This should include a summary of the previous funding program's activities, the number of youth served to date, the recidivism rate and data concerning the program's progress up to the time of application in meeting its goals. Provide outcomes the program has or has not achieved. Have the original goals and objectives been revised? If so, describe the revised goals and measurable objectives, including what changes will be made in the continuation of this program. Explain the issues that prevented the successful completion of the outcome goal(s) (if applicable). Applicants should also describe any problems encountered with the program's original goals and objectives and corrective action taken.
- Help Text:** Do you plan to change your current program during 2015? If so, how will next year's program be different from previous year's program? Describe any enhancements, additional phases, or other substantial alterations to your program.

Problem Statement, Goals and Objectives

Problem Statement: Please provide a brief description of the problem or set of problems to be addressed by this program. Your problem statement should be no more than three sentences long.

Help Text: The problem statement must make a clear, concise, and evidence-supported statement of the problem you are addressing and wanting to solve. The problem statement will clearly define and explain the problem as it exists in the community

Goal(s): Provide the goal(s) of your program. You should provide a clear and concise goal statement that is realistic, understandable, and measurable. The goal of should directly address the problem identified in the Problem statement. A single Goal is usually sufficient, however; more than 1 goal is acceptable.

Help text: A goal statement is a broad statement of what you wish to accomplish with your program. Goals are broad, general, intangible, and abstract. A goal is really about the final impact or outcome that you wish to bring about.

The following question pertains to program objectives. Program Objectives are the targets set to achieve the stated goal(s) of the application.

Objectives: What are the objectives for each goal identified above?

Help Text: An objective is a specific measurable milestone aimed at achieving your Goal(s). An objective reflects how your program will assist in reaching the stated goal(s). Measurable objectives address the problem(s) identified and statistically documented in the Needs Assessment. Objectives should be SMART: Specific, Measureable, Achievable, Relevant, and Time-framed.

Performance Measures: will be the data which will be collected at the program level to measure specific outcomes the program is designed to achieve. OJJDP has a set standard of mandatory performance indicators for each purpose area. Performance Measures must include the OJJDP indicators (output and outcomes)

Help Text: Information on the performance indicators/performance measures for each purpose areas can be found on the OJJDP website: www.ojjdp-dctat.org

How will you define your program as a success? **Help Text:** A reviewer will be able to understand how this program will be a success.

Implementation Plan

An Implementation Plan is needed no matter whether your proposed program is new or a continuation of an existing program. This section is comprised of four categories and should clearly describe “who, what, when, and how” of the program’s operation.

1. Provide information on how the program will be implemented.

Help Text: 1.) Implementation Task – This is a statement of what activity/task that is to be completed. 2.) Who’s Responsible – This identifies who is specifically responsible for accomplishing the Activity/Task. At a minimum, the title of the responsible person is to be listed. 3.) Timeline – This is a listing of a begin date/end date for the particular task. The Timeline should be realistic and attainable. 4.) Projected Resources Needed – This includes a listing of specific items that are needed to complete the Implementation Task.

Sustainability Plan/Future Funding Plan

Provide an estimated funding plan (a self-imposed step down plan) for the next three years showing the expected levels of funding you anticipate for this program. Provide a general description of funding for the projected final year of funding. Include up to at least three (3) potential funding source(s) organizations.

Help Text: All applicants must describe its strategy for obtaining permanent financial support following completion of the grant period. Funding from grant sources should be viewed a “seed funds” used to start a

program, or as “supplementary funds” used to support a program with an existing budget. You must address the following regarding your proposed program’s Sustainability/Future Funding Plan:

- Describe the amount and source of match funds.
- An estimated funding plan for subsequent years, if applicable, including an estimated total length of time federal funding will be required for the program.
- Respond to the question, “What will be the future of this program if state funding is not available after this grant cycle?”

Evaluation and Internal Assessment

This section explains what kind of data will be collected, how data will be analyzed, and who will be responsible for the data collection. Applicants MUST state the Indiana Criminal Justice Institute will receive quarterly progress reports and expenditure reports on a monthly or quarterly basis.

Budget Detail

The budget is a line item detailed budget by budget category.

1. Budget by Category
 - a. **Personnel:** List each position by the title and name. Show the annual salary rate and the percentage of time to be devoted to the program.
 - b. **Employee Benefits:** Benefits are for the personnel listed in the Personnel budget category and only for the percentage of time devoted to the program. Separate the type of benefit for each employee (i.e., FICA, health insurance, etc.). Fringe benefits need to be based on actual known costs or an established formula.
 - c. **Travel (Including Training):** Itemize travel expenses by purpose (e.g., staff to training, meet with clients, etc.). Show the computation of the funding (e.g., three people to a 2-day training at \$X airfare, \$X lodging, \$X per diem). For training programs show the number of trainees and unit costs involved, including travel and meals. Identify the location of travel, if known. In the Budget Narrative, indicate the source of travel policies being used.
 - d. **Equipment:** List items that have a useful life of two or more years and a cost of \$500 or more per unit.
 - e. **Supplies & Operating Expenses:** List items that include materials which are consumed during the course of the program (e.g., office supplies, copier paper, training books, etc.). This also includes utilities and rental space if applicable. Show the basis of computation.
 - f. **Consultants (including contractual services):** Provide a description of the product or service to be obtained by the contract and an estimate of the cost. If known, provide the vendor name.
2. Budget by Source
 - a. **Federal:** Total amount of federal funds being requested.
 - b. **Cash Match (New Appropriation.):** Total amount of cash match included in the budget.

Budget Narrative

The Budget Narrative provides an opportunity to provide a clear and detailed explanation for each line-item entry in the program’s proposed budget. The categories in this section should directly correspond to the categories in the budget detail section as well as should be mentioned in your application. **Help Text:** The Budget Narrative should include items that will be supported with grant **and** match funds. Make sure your proposed items are eligible expenses. If items listed in the budget are not allowable, your grant funding may be reduced by that amount. Grant reviewers will not contact you for clarification. Any missing information in this section may disqualify that budget item for funding. Enter N/A in categories where no funding is requested.

1. **Personnel**
 - a. Describe the roles and responsibilities for each position or attach a detailed job description. If you attach a job description, enter “See Attached Job Description(s)” into the text box.
2. **Employee Benefits**

Describe employee benefits that will be paid for each position listed under Personnel.

3. Travel (Including Training)

- a. Explain the reason for travel expenses for the program personnel (i.e. staff to training, meetings, etc.)
Provide a description of the training(s), including dates and locations. The narrative should include all trainings noted in your "Travel and Training" budget detail line.

4. Equipment

Help Text: Items purchased at a value of \$500 or more per unit must be included in the Equipment section. If an item has a unit value of under \$500, it must be included in Supplies & Operating Expenses.

- a. How will purchasing this equipment improve services to youth?
- b. If your agency is requesting more than one piece of equipment, please prioritize your request.

5. Supplies & Operating Expenses

- a. How will this expenditure improve services to youth?

6. Consultants (including contractual services)

- a. Describe the nature of the position or service being contracted.
- b. What is the consultant's hourly rate?
- c. What was the basis for the selection of the consultant? (ex. Open bidding, sole source, etc)

7. Explanation of the source of matching funds

Help Text: List the source of the match funds (i.e. county funds, local grant, etc.), the amount of the match funds, and the budget line item those funds will be used (i.e. project manager, copying machine, rental of facilities, etc.)

Attachments

Label each attachment (Resume, Job Description, Letters of Support Graduated Sanctions, and Audit Report etc).

- 1) Project Agency's Organizational Chart – All applicants are required to submit an organizational chart for the Project Agency (the agency that will be implementing the program).
- 2) Job Description(s) and Resume(s) – applicants requesting funds for personnel must submit a job description for each requested position.
- 3) Letters of Support – ALL applicants must include at least two letters of support. Letters of support must be current and cannot be from a proposed contractor or individual currently employed with the legal agency or implementing agency. Letters of support should be obtained from individuals familiar with the applicant and their history of providing quality services similar to those for which funds are being requested. Letters of Support are required at the time of the submission of the applications.
- 4) Memorandum(s) of Understanding – If the applicant is proposing to partner with other agencies, a Memorandum of Understanding (MOU) outlining each agency's involvement must be submitted on letter head, dated and signed by all parties involved.
- 5) Graduated Sanctions Certifications – (a) provide a description of how the juvenile justice system currently is implementing a system of graduated sanctions; and (b) a description of how JABG funds will be utilized to support the development, enhancement, or maintenance of a local system of graduated sanctions.
- 6) Audit Report-all applicants must submit a copy of their most recent audit in the attachment section of the application.